

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: HEAD NURSE – Seasonal Exempt

Salary Range: \$1000-\$1500/week

Reports directly to Summer Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with Summer Camp Director and Health Director to review and update standing orders.
2. Work with Summer Camp Director and Health Director to review and update Section IV. Medical Requirements of the camp safety plan.
3. Order necessary supplies.
4. Conduct annual training with medical staff, including but not limited to expectations in regard to, scheduling, medication administration, emergency procedures, electronic medical records (CampMinder), incident report filing and parent/guardian contact.

While camp is in session:

1. Every Sunday
 - a. Oversee and participate in med check-in.
 - b. Work with Health Director to prepare upcoming weeks medication for dispensing.
2. Ensure that administration of medications and treatments are in accordance with parent/guardian and physician's order and properly recorded in electronic medical records (CampMinder) and/or incident report.
 - a. Immediately report (or assign a medical staff proxy to report) any injuries or illnesses that will require emergency treatment from hospital or other medical facility to the Summer Camp Director.
 - b. Report (or assign a registered nurse to report) all camper and staff injuries or illnesses listed in NYSDOH Section 7-2.8(d) to the NYSDOH within 24 hours.
3. Ensure distribution of all medication at proper time and "signed-off" at end of each shift.
4. Ensure that parents/guardians are being notified by medical staff when their camper(s) are required to be picked up due to medical reasons.
5. Work with the Health Director to plan and implement medical staff in-service meetings and training as necessary.
6. Work with the Health Director to ensure continuity of care by establishing a reliable system of communication amongst medical staff and other camp staff when necessary.
 - a. Ensure the medical staff communicates verbal reports to other medical staff when there is a change in shift.
7. Work with Health Director to close the Health Center in accordance with end of season instructions provided by the Summer Camp Director.
8. Other duties as directed.

OTHER:

- If live-in staff, maintain clean safe living quarters.
- When operating as medical staff, responsible for everything listed on the relevant job description as well as the Head Nurse job description.

- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Registered Nursing Degree and active license to practice in NYS.
2. Current certificate in an acceptable CPR training program as specified in Section 7-2.2(n). [ex. CPR/AED for Professional Rescuers, BLS for Healthcare Providers]
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/cpr.htm> for a complete list of acceptable CPR certifications.
Annual CPR recertification is required, regardless of expiration date on card.
3. Current certificate in an acceptable first aid training program as specified in Section 7-2.2(m). [ex. Advanced First Aid, EMT-Basic] highly desired.
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/firstaid.htm> for a complete list of acceptable first aid certifications.
4. Experience or background in school, pediatric or public health nursing highly desired.
5. Possess excellent management and leadership skills.
6. Proven ability to adapt to new situations.
7. Possess high moral character.
8. Have excellent communication skills.
9. Ability to relate well with children and staff.
10. Strong knowledge in the following computer programs:
 - a. MS Word
 - b. MS Excel
 - c. Camp Management Software (CampMinder)